SECTION 3.0 GETTING STARTED

3.1   Accessing ECF for the U.S. District Court - Eastern District of Wisconsin

In the location field of the browser, type the address of the Eastern District of Wisconsin's ECF site: ***http://ecf.wied.uscourts.gov/*** and press the *RETURN* or *ENTER* key. This page can also be accessed from the Court's website at ***www.wied.uscourts.gov*** under **Links – ECF/PACER**. Bookmark the location.

3.2   Logging Into the Database

(a)   Secure Server Site Verification
The ECF server uses 128 bit encryption to provide a secure link for the transmission of sensitive case file documents. This is the same kind of technology that is used by financial institutions to prevent computer hackers from intercepting passwords and other sensitive information.

By clicking on the ECF hyperlink, the system will walk the user through a series of screens to verify the "Site Certificate", a process by which the computer verifies the legitimacy of the secure server.

(b)   The ECF Login and PACER Screen (Non-court Users)
To file electronically, maintain your user account, or query a case, enter the system using your court-generated ECF login and password. During your session, if you deviate from either electronically filing a document or maintaining your user account by clicking on the query or report menus, the system will prompt for your PACER issued login and password.

If you only wish to generate reports (i.e., view a docket sheet) or query case information, initially enter the system using your PACER issued login and password. If you then need filing functionality or the ability to maintain your user account, select the UTILITIES menu from the main blue menu bar. From that menu, select ECF Login to enter your court issued ECF login and password. An explanation of the login procedures is displayed above the prompt boxes on the login screen.

The *client code* field is an optional field provided on the login screens for tracking purposes during PACER (report and query) functions. It can contain up to 32 characters. If a client code is entered for a transaction, that client code will be presented on the billing statement generated by the PACER Service Center. A client code will not appear on the bill unless it is entered at the time of transaction. Because this code feature is optional, it must be enforced within a user's office. Please note that this screen can be operated entirely with the

keyboard. Use the *TAB* key to navigate between the fields and the buttons. The active button will have a faint dotted outline and the space bar will activate the outlined button. Do not use the client code when you login to ECF

3.3   Function Keys and Techniques

(a)   "Back" and "Forward" Buttons
The *BACK* and *FORWARD* buttons advance or reverse one screen at a time. If an error has been made or the user needs to verify entries on a previous screen, click the *BACK* button to the specific screen. The *FORWARD* button moves a screen ahead to return to the target screen. However, if a change is made, use the *NEXT* key to progress.

The user may always exit an ECF transaction before it is committed by using the *BACK* key or clicking on another menu selection from the top of the frame. Using the back button deletes information you have entered on those screens.

(b)   The "Tab" Key
ECF screens are navigated by using the mouse, however the user may also use the *TAB* key and space bar to move through the data entry fields in most screens. Active or "focus" buttons have a faint dotted outline around them. A focused button may be activated by hitting the space bar. The user can also use the *SHIFT* key and the *TAB* key simultaneously to move back one field at a time.

(c)   Menus and Event Selections
Navigating and posting events in ECF is by menu and event selections.

(d)   Selecting Multiple Parties or Events
Many of ECF's selections appear in alphabetical order in drop down lists. Multiple items may be selected from these lists by holding the *CONTROL* key and   clicking on selections in the same drop down list. To select a range of items, hold the *SHIFT* key and click on the top and bottom of the selection range.

(e)   User Supplied Text
Users may augment the system-supplied docket entry text by using the blank text boxes provided during the electronic filing process. Any user supplied text will be displayed on the docket sheet in italic print.

(f)   Committing a Transaction
An ECF transaction is not final until the last screen in the sequence (the Final Approval Screen) has been completed and the user has clicked on *NEXT* .

3.4   Submission of Documents

(a)   Signature Line Format
The name of the ECF User under whose login and password the document is submitted is typed in the space where the signature would otherwise appear and is preceded by an "s/".

(b)   Exhibits and Attachments
Unless the court permits conventional filing, exhibits and attachments shall be filed electronically, provided that the size of the document does not exceed five megabytes**.** Exhibits and attachments exceeding five megabytes may be broken down into separate sections, each not exceeding five megabytes. It is not recommended to have more than 10 attachments on any one transaction. Use the event attachment under "Other Documents" for additional attqachments.

(c)   Conventionally Filed Documents
The following documents should be filed conventionally on paper:

- All Civil and Criminal initiating documents
- Criminal Plea Agreements
- Sealed Documents
- State Court Records
- Social Security Transcripts
- Bankruptcy Appeal Transcripts
- Documents unavailable in ECF format

3.5   Receiving Notices of Electronic Filing

Upon completion of an entry in ECF, an e-mail notification of that activity is automatically sent to the registered case participants and any secondary e-mail recipients added to those user accounts. Each e-mail notification message contains a hyperlink to the docket sheet for that case and a hyperlink to the .pdf file uploaded during the transaction. Each e-mail recipient receives a "first free look" at the electronically filed document. The system virtually marks or records the viewing of the docket sheet and document when the user inserts his PACER login following the click on the hyperlinks.

Notification of activity in Social Security Appeals, however, is unique in that it is necessary for the system to identify the reader as counsel of record in the case before having authorization to view a document electronically. See below for additional information.

(a) **Notification in regular civil cases**
Insert your PACER login and password when clicking on hyperlinks within e-mail
notifications. In this scenario, the system is virtually marking or recording that the
recipient is receiving the first free look.

(b) **Notification in Social Security Appeals and in Criminal cases**
When an e-mail notification is received and the subject line indicates that it is for
a Social Security Appeal or for a Criminal case, the recipient must open a second
window and enter the ECF system using the attorney's ECF login & password
BEFORE clicking on any of the e-mail hyperlinks. The recipient may then go
back to the e-mail notification window and click on the hyperlinks (using their
PACER login & password) to view the electronically filed document.